

Appointment Cancellation Policy Agreement:

Bethlehem Counseling Associates is committed to providing all of our patients with exceptional care. When patients cancel without giving enough notice, he or she prevents another patient from being seen.

Please call us at (610) 865-8177 by 2:00 p.m. on the day prior to your scheduled appointment to notify us of any changes or cancellations. **To cancel a *Monday* appointment, please call our office by 2:00 p.m. on the prior *Friday*, as our office is not staffed on the weekend.** If prior notification is not given, you will be charged **\$100** for the missed appointment.

Missed appointment fees must be paid in full before scheduling future appointments. Additionally, any future appointments already scheduled may be removed until missed appointment fees are paid in full.

Please sign below to acknowledge you have been notified.

Client Signature _____

(Client's Parent/Guardian if under 18)

Date: _____

Bethlehem Counseling Associates

